



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

October 8, 2008

Mr. John Dean, Regional Manager  
Spreckels Sugar Company, Inc.  
Post Office Box 68  
Mendota, CA 93640

Dear Mr. Dean :

**RE: FINAL MONITORING VISIT REPORT for Spreckels Sugar – ET08-0186**

<b>Date of the Visit:</b>	September 30, 2008
<b>Beginning/Ending Time:</b>	9:30 am – 10:00 am
<b>Date of Last Visit:</b>	November 7, 2007
<b>Visit Location:</b>	Teleconference
<b>Persons in attendance:</b>	Sharon Starcher, Former Administrative Coordinator, and Kristie Ohta, Program Analyst from ETP
<b>Action Required:</b>	<b>NO</b>

<b>Term of Agreement:</b>	October 9, 2007 October 8, 2009	<b>Agreement Amount:</b>	\$34,560
<b>Training Start Date:</b>	October 24, 2007	<b>No. to Retain:</b>	80
<b>Date Training must be Completed:</b>	July 7, 2009	<b>Range of Hours:</b>	24 - 40
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	24

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on October 24, 2007 and training began on October 24, 2007. Your staff reported that all training was completed on January 15, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – October 8, 2009.

ETP approved one Agreement Technical Modification on May 5, 2008, to correct the term end date.

Due to the lack of the sugar beet crop Spreckel Sugars contract is terming a year early, no seasonal workers will receive reimbursement under this Agreement.

### **• INTERVIEW WITH THE Sharon Starcher, Former Administrative Coordinator**

- What barriers, if any, did your company experience in implementing your ETP project?

**None, ETP was always here and available.**

- What problems, if any, did your company experience with ETP record keeping?

**Our biggest barrier was not knowing if the plant would remain in business.**

- What assistance could ETP have provided that would improve the process for future Contractors?

**No improvements necessary. Kristie and other ETP staff have always been more than helpful with all aspects of the program.**

- How did your company benefit from the ETP training?

**All of our employees have received a lot of training and knowledge to advance to higher positions with in the company or with competitors.**

Ms. Stracher provided Ms. Ohta with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 16 (36% percent of planned retentions) trainees for a total reimbursement of \$8,208, (24 percent of the encumbered amount). Final Close-out invoice was submitted on September 26, 2008.

Spreckels Sugar records show that 16 trainees have completed training (36% of planned retentions) and 16 trainees have completed the 90 day retention period (36% of planned retentions). Spreckels Sugar projects earnings to be \$8,208 (24% of the encumbered total \$34,560). Current records show that Spreckels Sugar has received \$6,588 in progress payments, of which \$6,588 has been approved as earned.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	45	<b>Completed Retention:</b>	16
<b>Dropped Following Enrollment:</b>	29	<b>In Retention Period:</b>	- 0 -
<b>Completed Minimum Hours for reimbursement:</b>	16	<b>Awaiting Placement:</b>	16
<b>Completed Training:</b>	16		

### **ATTENDANCE ROSTERS:**

Ms. Ohta reviewed a sampling of rosters, and found them to meet Panel's requirements for documentation of ETP funded training.

### **INVOICES:**

Ms. Ohta advised Ms. Starcher that Spreckels Sugar will receive their reimbursement for Progress Payment 1 shortly, since the budget was signed the week of September 22, 2008; and reminded Ms. Starcher that Spreckels Sugar Final Closeout invoice may take up to 90-days to process.

### **AUDIT:**

Spreckel Sugar will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your Program Analyst, Kristie Ohta at 916.327.5586 or [kohta@etp.ca.gov](mailto:kohta@etp.ca.gov) within ten (10) days from receipt.

Sincerely,

A handwritten signature in black ink, appearing to read "Ruby Cohen". The script is fluid and cursive.

Ruby Cohen, Manager  
Sacramento Regional Office

A handwritten signature in black ink, appearing to read "Kristie Ohta". The script is fluid and cursive.

Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File